

AUG 8 1953

MEMORANDUM FOR: Chief, General Services

SUBJECT: Records Survey of Records Integration Division
and Western Hemisphere Division

1. Reference is made to the report of survey which you forwarded with your memorandum of 21 July 1953, subject as above, and our several conversations concerning this project.

2. In accordance with your request, copies of your report were reviewed by and discussed with representatives of the FI Staff and the area divisions. As I indicated to you before the completion of the report and during our discussion following its submission, the general principle underlying the recommendations, namely decentralization, is not adaptable to our needs. Our records integration system is designed for the purpose of supplying the needs of the covert services and serving as a repository for CE information. It is true, because of our physical situation and the diversified geographical areas and language problems, that there exists in some area divisions limited duplication of the central records. This entire problem has received continuing study by the Records Integration Division and the operations personnel for a number of years, and our present procedures and systems are the best available. As you were told, we have studied the FBI system and the various military systems, as well as those of police departments and private industries, including insurance companies. Every attempt has been made to mechanize where feasible, and our continuing review, compatible with our operational needs, will continue.

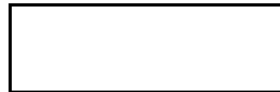
3. While there were certain points in the report which have been and are being considered for possible implementation in the future, we are unable to concur with the major recommendations.

4. I should point out that the approved procedures of Records Integration Division, as published in the Records Integration Procedural Guide, have been carefully reviewed and were approved after full consideration of all factors. The Records Integration Division is, and has been, engaged in a records management program throughout DD/P, and a world-wide program for effecting all practical

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uniformity in field stations consistent with security and operational needs is being implemented.

5. I wish to thank you for the interest you have shown in our problem, and in the event you can be of any future service we will feel free to call upon you.



Chief,
Foreign Intelligence

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cc: RI